

12.830 DONATED TIME

Reference:

Labor Agreement: Queen City Lodge No. 69 Fraternal
Order of Police and the City of Cincinnati.

City of Cincinnati Personnel Policies and Procedures

Purpose:

To establishing a procedure for the management of donated time programs, while providing relief to sworn and non-sworn employees seeking relief from hardships resulting from medical conditions.

Policy:

The donor and the employee receiving the donated time need not work in the same agency, nor be in the same classification (i.e., lieutenant to police officer, police officer to clerk typist).

Procedure:

A. Sworn Employees:

1. When it is brought to the attention of a unit commander that an employee's sick time credit has been or is about to be exhausted. The unit commander will investigate:
 - a. The employee's present ailment.
 - b. The prognosis of the city physician.
 - c. The employee's record of sick time used in the past five years.
2. The unit commander will submit a Form 17 to the Police Chief, through channels, noting:
 - a. The details of the investigation.
 - 1) Include all accumulated sick time balance and usage during the previous five year period.
 - b. Any recommendation the unit commander may have concerning the employee's eligibility as a recipient of donated time.

3. Once the Police Chief approves an employee can receive donated time, the Form 17 will be forward to the Safety Director for consideration.
 - a. Upon approval by the Safety Director, the Form 17 will be forwarded to Planning Section:
 - 1) Planning Section will prepare a Staff Note item indicating official approval of donated time.
 - a) The Form 17 will be forwarded to Personnel Section.
 - 1] Personnel Section will inform the Fraternal Order of Police by telephone.
 - b. If the recommendation is disapproved, Police Personnel Section will notify the employee making the request.
4. Sworn employees are eligible to receive voluntarily donated time from division employees (sworn and non-sworn), and employees from other agencies in the city.
 - a. Each division or city employee wishing to donate time will follow Section B.4. of this procedure.
5. Any division member wishing to voluntarily donate time for the benefit of an approved recipient will:
 - a. Submit an Application for Leave of Absence (Form 25-S) to his unit commander.
 - 1) List the name and unit of the beneficiary, the kind of time being donated (e.g., vacation, compensatory time, or holiday time), and the number of hours being donated.
 - a) Sick time may not be donated.
 - 2) The donor's rank and signature must appear on the Form 25-S.

6. Unit timekeepers will forward the original Forms 25-S for all donated time to the Fiscal and Budget Section.
 - a. Keep a copy of the Form 25-S in the donating officer's time folder.
7. As the donated time is credited to the recipient officer, Fiscal and Budget Section will notify the donating member's and recipient's unit commander.
 - a. Fiscal and Budget Section will return the original Form 25-S to the donating member's unit commander for processing purposes and notify the recipient's commander of the number of hours donated.

NOTE: Do not make a deduction from the donor's time records until notified of use from the recipient officer's unit commander.

- b. Recipient's unit commander will ensure the Time Information Management System (TIMS) and Relief Line-Up (if applicable) are marked with the DNT (donated time) symbol.
8. The unit commander of the eligible recipient officer will report monthly to the Police Chief, via Form 17, the total number of hours credited to the recipient officer so the credited time can be deducted from the donated time balance.
 - a. As such credits are applied (as time is used), the recipient's unit commander will notify the donating member's unit.
 - b. The unit's monthly Form 17 report must reflect the recipient's name, unit of assignment, type of time, and date the time is to be used.
 - c. In no case will donated time be employed to extend an employee's period of active duty beyond a recommended retirement date, as established by the police physician.

- d. Upon notification by the recipient employee's unit commander, any donated time processed and not needed by the recipient due to retirement, return to duty, or other reasons will be returned to the donor and unit records adjusted accordingly.

B. Non-sworn Employees:

1. Permanent and provisional employees may receive donated time under the following circumstances:
 - a. It is a legitimate use of sick with pay (SWP), not sick pay family (SPF) or sick pay death (SAD).
 - b. They have exhausted all of their own SWP, vacation, and compensatory time.
 - c. Approval will not be allowed if the sick employee is eligible for disability or regular retirement.
2. Time donated is deducted from the donor's vacation balance or compensatory time balance, not SWP balance.
 - a. Any donated time processed and not needed by the recipient due to retirement, return to duty, or other reasons will be returned to the donor and unit records adjusted accordingly.
3. When a unit commander is informed that a non-sworn employee's sick time, vacation time, and compensatory time credit has all been or is about to be exhausted:
 - a. The unit commander will investigate the prognosis of the employee's private physician.

NOTE: First secure a written release by the employee to enable the private physician to release information (patient/doctor confidentiality). If employee refuses, prepare a Form 17 with the appropriate recommendation for granting/not granting donated time.

- 1) The unit commander may request a physical examination by the city physician if the employee's injury or illness is such that it may interfere with the employee's work performance.
 - b. Upon completion of the investigation, the unit commander will execute a Form 17 to the bureau commander noting:
 - 1) The details of the investigation.
 - 2) Any recommendation the unit commander may have concerning the employee's eligibility as a recipient of donated time.
 - c. Upon approval of the bureau commander, Police Personnel Section will prepare an administrative teletype message and a Staff Note item indicating the employee is requesting donated time.
4. Each city employee wishing to donate time will submit a Form 25-S indicating:
- a. The name of the person to whom the time is being donated.
 - b. The number of hours being donated.
 - c. The recipient's unit of assignment.
 - d. The type of time being donated (e.g., vacation, holiday, or compensatory time).
 - 1) Sick time may not be donated.
 - e. The fact that this is a voluntary donation of time.
 - f. The donor's classification and rank, if applicable.

5. Forward completed Forms 25-S through appropriate city channels to the Fiscal and Budget Section for processing. Keep a copy of the Form 25-S in the donating employee's time folder.
 - a. Fiscal and Budget Section will, in turn, advise the recipient's unit timekeeper as to the amount of time donated.
6. The unit of assignment of the employee receiving donated time will enter that employee's name on the biweekly Payroll Attendance Report and indicate "Donated Time" following the employee's name.
 - a. Do not deduct hours from the donor's time records until notification is received from the Fiscal and Budget Section.
 - 1) Fiscal and Budget Section will return the original Form 25-S to the donating member's unit timekeeper for processing purposes.
 - 2) If the donating member's unit is outside of the division, the Fiscal and Budget Section will notify the payroll clerk of the outside donating agency.
7. Fiscal and Budget Section
 - a. Upon receipt of the bureau commander's approval and completed Forms 25-S, Fiscal and Budget Section will initiate a Form 17 to the Assistant Director of City Personnel listing the following information for each donor:
 - 1) Donor's name.
 - 2) Social security number.
 - 3) Biweekly rate.
 - 4) Hourly rate.
 - 5) Number of hours donated.
 - 6) Gross pay donated.

- b. The Form 17 will also include the recipient's:
 - 1) Name.
 - 2) Social security number.
 - 3) Biweekly rate.
 - 4) Hourly rate.
 - 5) Number of donated hours received.
- c. City Personnel will send a written verification approving the information contained in the above document.
- d. Fiscal and Budget Section will use each Form 25-S as needed to credit the donee with the appropriate hours, and process the necessary paperwork to delete the time from the donor.
- e. Fiscal and Budget Section will, at this time, advise the donor's unit of assignment to make the required deductions from the donor's time records.
- f. If the recipient employee returns to work for any length of time and incurs a new illness or injury, or a recurrence of the old illness/injury, the process for requesting donated time must be repeated.

C. Donated Time That Leaves the Division:

- 1. Submit a Form 17 indicating the donor's name, social security number, biweekly pay rate, hourly pay rate, and the number and type of hours donated directly to the recipient's unit.
- 2. Recipient's unit will notify the donor's unit when the time is used so the vacation, compensatory time, or holiday time can be deducted.

D. Fraternal Order of Police Time Bank:

1. On January 1 of each year, three hours of compensatory time will be deducted from each sworn member's compensatory time balance.